

## **WISCONSIN NURSE AIDE REGISTRY INFORMATION**

Dear Wisconsin Nurse Aide:

The Department of Health and Family Services has contracted with Promissor, a national testing company, to deliver Wisconsin's Nurse Aide Registry and competency testing services. Your name is currently listed on the Wisconsin Nurse Aide Registry. The Nurse Aide Registry is the list of persons who are qualified to work in health care facilities as a result of successfully passing an approved nurse aide training program, competency test and appropriate work experience. All states are required to keep such a Registry. To verify your status, please query Promissor's Internet-based Nurse Aide Registry or call the Registry's automated Interactive Voice Response number (see information below). Wisconsin Nurse Aide Registry information is available 24 hours per day, seven days a week.

### **EMPLOYMENT REQUIREMENTS**

To maintain your eligibility to work in federally certified nursing homes, intermediate care facilities for persons with mental retardation, home health agencies and hospices, you must work in a health care facility, providing hands-on care, at least 8 hours in a 2-year period, under the supervision of an RN or LPN.

If you do not meet this employment requirement during a 24-month period, you will need to retake the nurse aide competency test to be eligible to work in a federally certified facility. You remain eligible to work in nursing homes, facilities for the developmentally disabled, home health agencies and hospices that are not certified as Medicaid providers and in hospitals.

If you were included on the Nurse Aide Registry as a result of deemed or grandparented status, or an interstate transfer, you may not be eligible to work in all facilities. Check your current Registry status. If you want to work in a federally certified facility but are not eligible, call the Wisconsin Nurse Aide Testing Services to schedule a competency test.

### **REPORTING REQUIREMENTS - IMPORTANT NOTICE**

**Your eligibility to work in federally certified facilities will not appear on the Registry unless you keep your status current. It is your responsibility to follow the instructions listed below:**

- **Report any change in your name and/or address to the Wisconsin Nurse Aide Registry.** This will help Promissor find you when it is time to update your Registry status. Failure to report changes in your name or address may affect your Registry employment status. To report a name change or correct your Social Security number or date of birth, complete the Change or Correction form. This form is available on [Promissor's web site](#) or by calling the Registry (see information listed below). You may also report address changes to Promissor by telephone.
- **Every 2 years, 60 days before your employment eligibility for federally certified facilities needs to be updated, Promissor will send you a Renewal notice to your address on file with the Registry.** Provide your personal information. Your most recent health care employer must also sign the Renewal form to verify you worked at least 8 hours as a nurse aide, under the supervision of an RN or LPN, during the past 24 months. **Promptly complete and submit the Renewal form to Promissor prior to the date specified on the form, to maintain your Registry status to work in federally certified facilities.** The Renewal form is also available on Promissor's web site. If you worked as a nurse aide in the past and meet the employment requirements, but your federal employment eligibility status has not been updated, you will be required to provide verification of your employment as a nurse aide during the past reported 24-month period. When Promissor processes your Renewal form, you will be issued a Wisconsin Nurse Aide certificate for a new 24-month period. If you have completed an approved medication aide program, your status as a Medication Aide will be displayed on the certificate.

### **REFUNDS FOR TRAINING AND TESTING COSTS**

If you paid for your nurse aide training and testing, and are employed by a federally certified nursing home within one year following your training and testing date, you may receive a refund for some of these costs. Ask your employer to help you with this process.

### **QUESTIONS?**

**Check Promissor's web site at [www.promissor.com](http://www.promissor.com), click on "Registry Services, then scroll to "Wisconsin Nurse Aides." To verify your status, search the web-based Registry or call the toll-free Interactive Voice Response at (877) 224-0235.**

**Call the Wisconsin Nurse Aide Testing Service at (877) 290-3499, to ask about:**

- Nurse aide testing process
- Scheduling an examination
- Approved test sites

**Call the Wisconsin Nurse Aide Registry at (877) 329-8760 to ask about:**

- Reporting a change in your address or name: **It is extremely important to keep this information current**
- Nurse Aide Registry Renewal process: **60-day Renewal notice sent to your last reported address**
- Nurse Aide Registry forms